

# Workshop Application Form

Indiana Master Naturalist™ and  
Junior Indiana Master Naturalist™



Submit this form to the address below to schedule an Indiana Master Naturalist Workshop and receive workshop materials for your students. Basic workshop guidelines are provided on page two of this application form. Please review the IMN Curriculum and Host Manual for complete details.

## Workshop Type Please check one:

☐ Indiana Master Naturalist (for adults) ☐ Junior Indiana Master Naturalist (for ages 9-13)

## Workshop Coordinator Information

Sponsoring Agencies or Organizations \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Additional Contact(s): \_\_\_\_\_

*As Workshop Coordinator, I have read through the current IMN or JrIMN curriculum guide posted on the IMN website and will ensure that instructors help students meet these objectives.* Please initial \_\_\_\_.

## Workshop Information

Workshop Dates (minimum eight 3-hour sessions for adult IMN or eight 2-hour sessions for JrIMN required to cover all eight core topics; 1 People and Natural Resources, 1 Water, 1 Geology/Soils, 2 Botany, 2 Zoology, and 1 Miscellaneous) with tentative times and topics. Please indicate which core topics are being covered in each class.

Date	time	Class topic(s)	Core topic(s) covered	Speaker(s), Title
3/10/08	6-9:30pm	Spider Biology	Zoology	Jody Heaston, IDNR Naturalist
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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Workshop Location(s) \_\_\_\_\_

Number of Students Expected (Suggested Minimum 10 - Maximum 20 Jr IMN or 30 IMN) \_\_\_\_\_

Registration Fee, per student: \$ \_\_\_\_\_

Basic break down of your cost (speaker fees, class materials, room fee, etc...) \_\_\_\_\_

## Junior IMN Safety Guidelines

How will your agency ensure the safety of the youth participating in your program? Please describe or attach a copy of your agency guidelines for group size, leadership evaluation and general safety rules. These must be included for Junior IMN Class advisory council approval. \_\_\_\_\_

## Shipping Address for Materials

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_

### For Office Use Only:

☐ Posted on web  
☐ Requested materials sent  
☐ Follow up on registration: # \_\_\_\_\_  
☐ Class Roster  
☐ Workshop evaluation received  
☐ Payment received \$ \_\_\_\_\_

Notes: \*\*Pins and certificates will not be sent until evaluations are received.

### **What is Expected of Students**

- Participate in at least 80% of course sessions.
- Complete volunteer service with a local or state natural resources organization (One hour of service per hour of coursework for adult IMN; Six total hours of service for Junior IMN.)
- Complete an open book quiz covering course content for adult IMN; complete a pre and post survey for Junior IMN.
- Pay registration fee required by sponsor.

### **What is Expected of Sponsors**

- Natural resources agency or organization
- Use standard program materials (applications, certificates, etc.)
- Submit application for sponsorship.
- Develop a course outline, with a minimum of 8 3-hour sessions for adult IMN or 8 2-hour sessions for JrIMN focused on the core curriculum topics (1 Geology/Soils, 1 Water, 2 Botany, 2 Zoology, 1 People and Natural Resources and 1 Miscellaneous-suggested list provided)
- Select qualified instructors for each course
- Provide name of local course coordinator
- Provide local publicity for course.
- Collect course fees, including a \$10/person administrative fee for pins, materials, newsletter and other supplies
- Assemble handouts and other resource materials for participants
- Provide meeting site and audiovisual equipment
- Provide course oversight and on-site host.
- Conduct an evaluation of the course and speakers
- Return a review of the course to the state coordinator along with \$10/person administrative fee
- Maintain a local list of class participants
- Provide suggested locations for volunteer service
- Track volunteer hours and submit names, addresses, and other contact info of those who complete volunteer service to the state coordinator so pins, newsletters, etc. can be provided.
- Distribute certificates, pins, and other forms of recognition to graduates who complete service (note: this can be handled by IMN State Coordinator if you choose, but you must monitor volunteer service and provide names and addresses as required.)

For more detailed information about hosting either course, see the Curriculum and Host Guide for IMN or Junior IMN. This guide includes general course objectives to be met, a step-by-step guide to hosting a workshop, a list of forms and more. You can download either guide from the website at [www.indianamasternaturalist.org](http://www.indianamasternaturalist.org).

### **Need More Information?**

#### **Contact:**

**Jody Heaston, IMN Coordinator**  
**Division of State Parks & Reservoirs**  
**4930 E State Road 201**  
**Bluffton, IN 46714**  
**Phone: 260/824-0926**  
**E-mail: [Jheaston@dnr.in.gov](mailto:Jheaston@dnr.in.gov)**  
**Website: [indianamasternaturalist.org](http://indianamasternaturalist.org)**



The mission of the Indiana Master Naturalist program is to bring together natural resource specialists with adult learners to foster an understanding of Indiana's plants, water, soils and wildlife, and promote volunteer service in local communities.



The mission of the Junior Indiana Master Naturalist program is to bring together natural resource specialists with young people, age 9-13 years, to foster an understanding of Indiana's plants, water, soils and wildlife, and promote volunteer service in local communities.